

Public Website Guide Book

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Introduction

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Login - Forgot Password - Registering

Open your Internet Browser and type:

<http://www.iimefpublic.usmc.mil/public/iimefpublic.nsf/sites/iimef?OpenDocument>,
in the address bar. You should see something similar to figure 1.1. The
next step is to click on the login button (figure 1.1).

[Figure 1.1]



Once you click on the login button, you will see the page show in figure 1.2. stop here if all you need to do is login. Your User Name is generated when you registered for the site. It's usually your last name and initials. Your password is what you supplied when you registered for the site. If you have forgotten your password, click on the button left of the Register Button- User Update/Forgot Password. The system will prompt you with the question you supplied when filling out the registration form. All you need to do is supply the answer to the question. This field will be case sensitive. If you still cannot login, contact Site Support. To register, continue...

[Figure 1.2]



Click Register and you should see figure 1.3.

[Figure 1.3]

Submit
Close

User Registration Form

Access: Person Level		Acct Expires: 06/23/2005		Last Update: 03/23/2005		Status: New Entry																															
*Service U.S. Marines		*Last Name		*First Name		M.I.																															
*Rank Pvt		*Password:		*Re-Enter Password:																																	
The following question is used to reset Forgotten Password. Example: Question: Mom's First Name Answer: Angela *Question: *Answer:																																					
*Command: -Select- (MEUs select IIMEF as Command) /Section: -Select- /Section: /Section: *Email: Location:																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th>Type</th> <th>Number</th> <th colspan="2"></th> <th>Type</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Phones</td> <td>1</td> <td></td> <td></td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>4</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Type	Number			Type	Number	Phones	1			2				3			4										
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Access Level: <input checked="" type="radio"/> Person																																					
*Enter description of access required (i.e. document access to the G6 page, update access to G2 page, etc..) (READ ACCESS TO SITE WILL BE DENIED, most sites do not require an account to view, please specify the site)																																					

Fill out this form and click Submit. Once this is done, you will get a confirmation page. Make sure you remember your User ID and Password as well as the answer to your secret question. You will need this to get a new password via the website- if you forget your password.

Finally, send an e-mail to webmaster@iimef.usmc.mil so that Site Support may activate your account.

Requesting a New Unit Site

To request a new unit site, simply go to <http://www.iimefpublic.usmc.mil/sitesupport>. There you can download the checklist. Complete the checklist in its entirety and submit it <mailto:webmaster@iimef.usmc.mil>. A site will be created within 2 business days of receipt.

Editing/Create Articles: Left Column, Right Column and Bottom

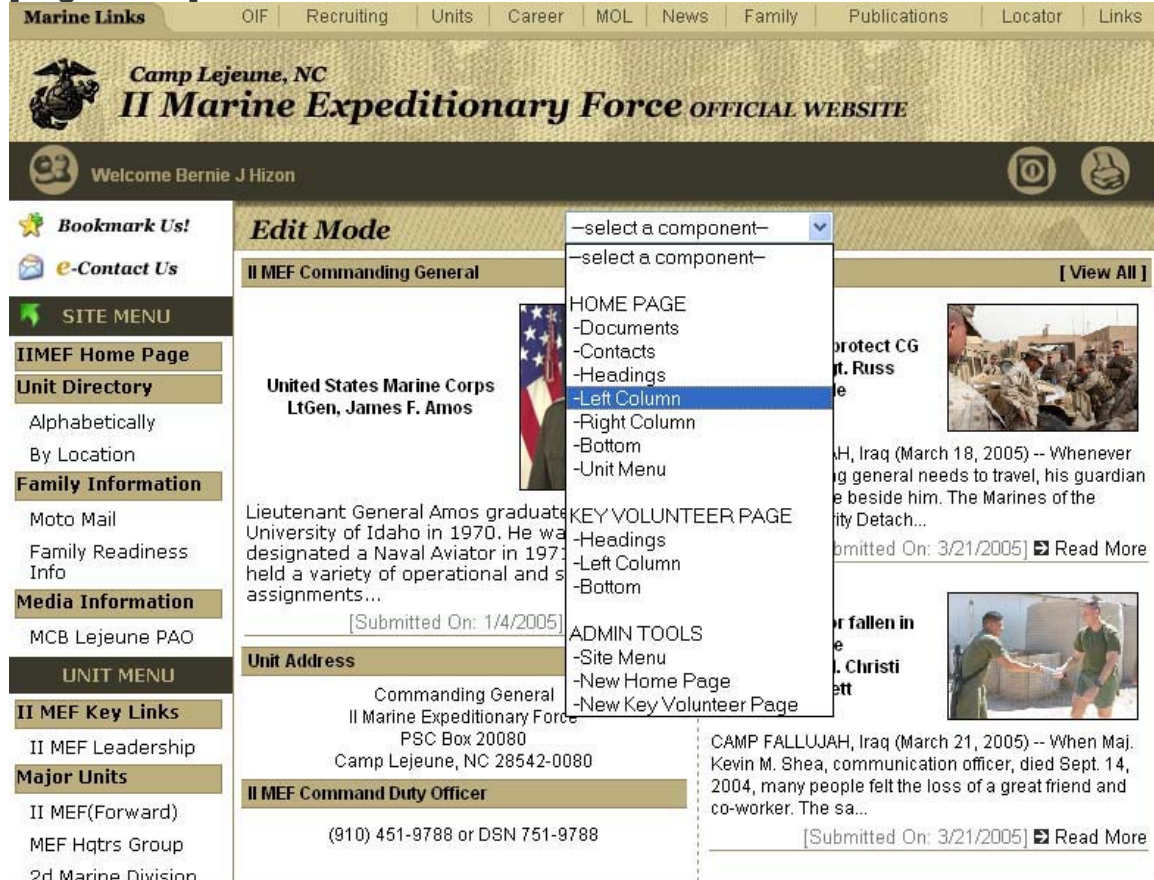
Shown in figure 1.4, the left column article is generally where a unit will put a welcome message and/or biographies for pertinent staff i.e. commanding officer, Executive Officer and Sergeant Major; however, you may choose to add any information you site fit.

[Figure 1.4]



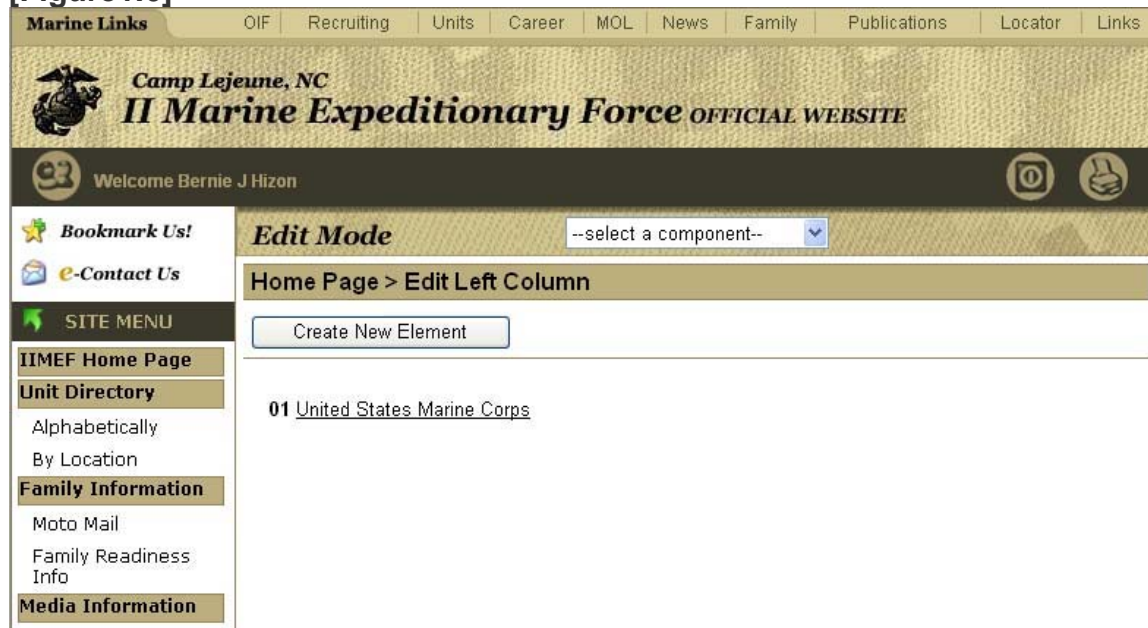
To edit this column a Content Manager would need to be logged in (see figure 1.1). Once logged in, your browser should show as in figure 1.5. If successful, you should see a welcome message and an edit mode banner with a drop down box. Click the down arrow and select Left Column under the Home Page category.

[Figure 1.5]



You should now see figure 1.6.

[Figure1.6]






Here you can see two things: a Create New Element button and a list of articles. These allow you to either create a new article or simple edit an existing one. Editing and adding are the same with the exception of existing information when editing. In our example we will edit. In this instance, there is only one article for the Commanding General- shown as “01 United States Marine Corps”. If you view figure 1.5, you will see the correlation. “United States Marine Corps” in figure 1.6 is the first article in the left column of figure 1.5. It isn’t the entire article. It’s only a preview for potential readers. If they choose to see the entire article, they simple click on “Read More” -an example of this in the right column of figure 1.5- or by clicking on the above link labeled “United States Marine Corps”.


The first thing we will do is edit the article. Do this by clicking on United States Marine Corps. Once you have done so, you should see figure 1.7.


[Figure1.8]


Marine Links
OIF
Recruiting
Units
Career
MOL
News
Family
Publications
Locator
Links


Camp Lejeune, NC
II Marine Expeditionary Force OFFICIAL WEBSITE


Welcome Bernie J Hizon



[Bookmark Us!](#)


[e-Contact Us](#)


SITE MENU

IIMEF Home Page

Unit Directory

- Alphabetically
- By Location

Family Information

- Moto Mail
- Family Readiness Info

Media Information

- MCB Lejeune PAO


UNIT MENU

Edit Mode
--select a component--

Edit Left Column

Edit Document>Delete Document

United States Marine Corps
LtGen, James F. Amos



Lieutenant General Amos graduated from the University of Idaho in 1970. He was designated a Naval Aviator in 1971, and has held a variety of operational and staff assignments since 1972.

Operational assignments include tours with Marine Fighter Attack Squadrons 212, 235, 232 and 122 where he

Here you see that you can see the article in its entirety. You may choose to edit the document- which we are going to select- or delete the document. Beware when clicking the “Delete Document” button. Once clicked, this document will be deleted and cannot be retrieved. Go ahead and click “Edit Document” and you will see figure 1.9.

[Figure1.9]

The screenshot displays the official website of the II Marine Expeditionary Force (IIMEF) at Camp Lejeune, NC. The top navigation bar includes links for Marine Links, OIF, Recruiting, Units, Career, MOL, News, Family, Publications, Locator, and Links. The main header features the IIMEF logo and the text "II Marine Expeditionary Force OFFICIAL WEBSITE". Below the header, a welcome message for "Bernie J Hizon" is visible. The left sidebar contains a "SITE MENU" with links to IIMEF Home Page, Unit Directory, Family Information, Media Information, and UNIT MENU. The main content area is titled "Edit Mode" and includes a dropdown menu for "select a component--". Below this, there is a "Save and Close" button. A "Please Note" section states: "Images must NOT be laterally or horizontally larger than 300 pixels(roughly 4 inches). Images exceeding this limit will be deleted." The form fields include:

- Title:** United States Marine Corps
- Name:** LtGen, James F. Amos
- Sort Order:** 01
- Picture:** A text input field with a "Browse..." button. Below it, a note specifies ".JPEG and .GIF format ONLY."

 A large text area contains biographical information about Lieutenant General Amos, detailing his education at the University of Idaho, his military career from 1970 to 2004, and his staff assignments. At the bottom, there is a section for "Mark attachments for deletion" with a checkbox and a file icon, and a link to "ltgen_amos.jpg".

Working our way down from the top to the bottom of figure 1.9 we see “Please Note”. We ask that you restrict your images to no larger than 300 pixels (4 inches) in any one direction. Images exceeding this limit will be deleted without notice.

The first field is named “Title”. This text will appear first on the page. You can see this in example in figure 1.8 “United States Marine Corps”. This field was originally designed to display the title of the article.

The Second field is the “Name” field. It will put text just below the Title field. This field was originally designed to input the person writing the

article, although many Content Managers choose to or not to use one of the fields and for different uses.

The next field is the sort order field. When you have multiple articles in either the bottom, left or right column, you can force them to show up in any order you like. Do this by simply putting them in number order- least to greatest.

The fourth field is the Image field. By clicking on the Browse button, you can insert a single image into the article. Please make all images exactly 300 images in at least one direction. Please not that you may also not have the image larger than this in any one direction. You may use any number of photo editors to do this. We recommend Adobe Photoshop as the Marine Corps has a site license. You may contact the Public Affairs Office for a copy. You may also use the photo editor that comes with you Operating System- Microsoft Paint. You may view the help files in either editor to see how to alter the size.

Whether you have chosen to insert or not insert an image, head the red bold lettering that states all images must be .GIF or .JPEG format. .BMP formatted images will not show as they are not supported for their poor compression rates.

The final field is the Rich Text field. It allows the user to add up to 700 characters of text. If you are creating an article, stop here. To edit, there is one more option.

You may choose to replace an article with entirely new information. In this case you can just replace the text and delete and upload a new image in one shot. This is a good practice because you remove and add an article in one step vise two. For the image, you just check the box and click brows in the image field. Locate your file and click the submit button at the top of the screen.

NOTE: Do not upload more than one image. This will cause neither image to show.

Editing Menu

Looking at figure 1.5, you see that there are more options. To edit the unit menu click the Unit Menu option. You will see figure 1.10.

[Figure 1.10]

The screenshot shows a web application in 'Edit Mode'. The top navigation bar includes 'Bookmark Us!', 'e-Contact Us', and a 'Welcome Bernie J Hizon' message. The left sidebar contains a 'SITE MENU' and a 'UNIT MENU'. The 'UNIT MENU' is expanded, showing a tree structure of menu items. The main content area displays a list of menu items with their IDs and names. A right-hand panel contains a form for creating or editing a link, with fields for Unit, Title of Link, Hide, Sort Number, URL, and Open Page options.

ID	Menu Item
1	II MEF Key Links
1.1	II MEF Leadership
2	Major Units
2.1	II MEF(Forward)
2.2	MEF Hqtrs Group
2.3	2d Marine Division
2.4	2d Marine Air Wing
2.5	2d FSSG
2.7	4th MEB(AT)
3	Info for Families
3.1	800 Numbers
4	Public Affairs
4.1	Contacts
4.2	Embed Media Info
4.3	Media Advisories
4.4	Press Releases
5	Other Links
5.1	MARFORLANT
5.2	MCB Camp Lejeune

The right-hand panel contains the following form fields:

- Create Indented Link|Edit Link|Delete Link**
- Unit:** [Text Field]
- Title of Link:** [Text Field]
- Hide:** [No] [v]
- This Link?** [Text Field]
- Sort Number:** [Text Field]
- URL:** [http://] [Text Field]
- Open Page:**
 - ☒ Open Page in Right Frame
 - ☐ Open Page in the Current Browser Window
 - ☐ Open Page in a New Browser Window*
- Save** [Button]

Add a Category. This is what appears in brown. Looking at the figure we see two of them under Unit Menu. To create one, you must do so when first coming to the Edit Menu page. This will be your only opportunity to do this. First click the drop down next to Unit. Here, select your unit.

Next you add the text you want to put in the category link. Do this by adding the text in the Title of Link field. If you are simple creating a Category link because you plan on having child links, go ahead and click save and navigate back to Unit Menu. Click on the Category link you previously created. This lets the system know you plan on putting a sub-link under it. Then click the Create Indented Link option. You will see a page almost identical to figure 1.10, except you will not have to select a unit name. You will see that information was provided. To add an indented link, continue...

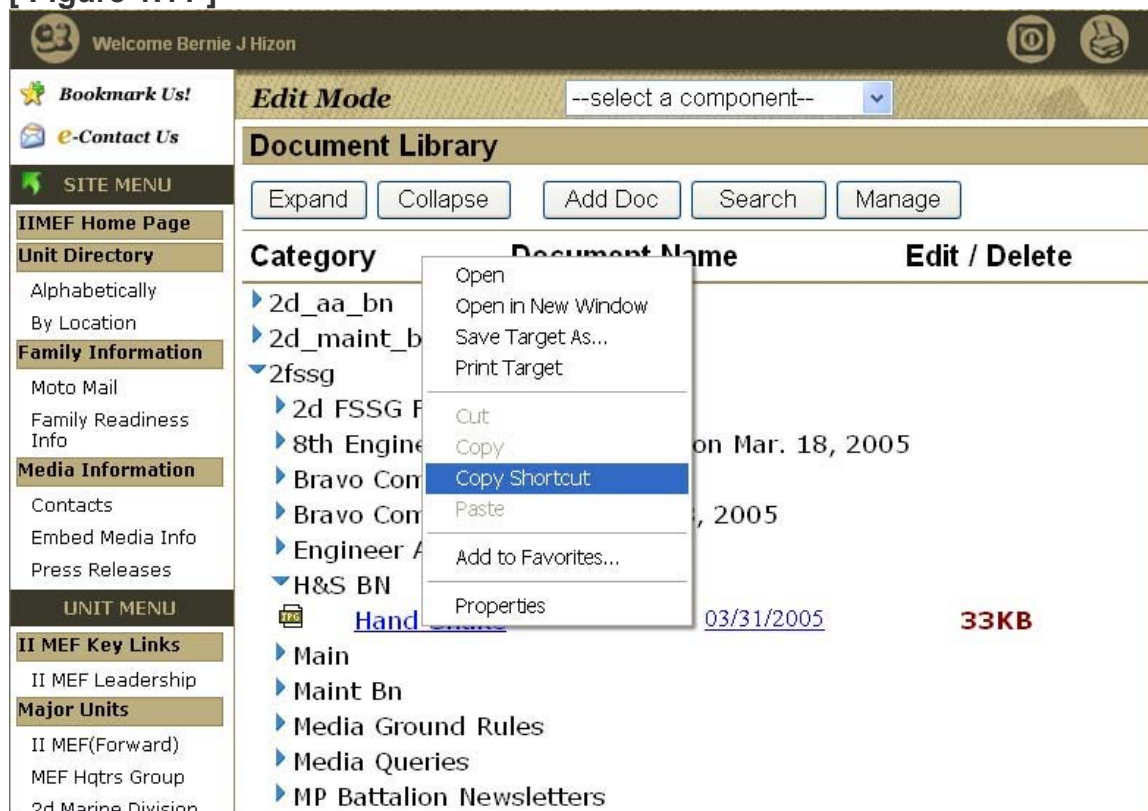
Third, there is an option to Hide This Link. Content Managers use this to temporarily hide a link. They do this for many reasons. I'm sure you too will find your own reasons for doing so.

The fourth step is the Sort Field. Simple add a number as shown in figure 1.10. Looking at the links under Unit Menu and the view to the right, you will see the correlation.

The fifth step is to add a URL and select how you will show your URL. A simple example would be to point your link to an external website. For example <http://www.usmc.mil>. Since this is an entirely different site, the best option is to Open Page in New Browser. Select this option when pointing to separate websites.

If you want to point to a document you have uploaded to the Document Library (we'll talk about the document library later) you must simply click on Documents in the Edit Mode drop down. Once you have done so, you will need to select your unit and then navigate to the location you stored your document. Once you find your document, mouseover the link and right click. A window should popup as in figure 1.11 for an example. Click Copy Shortcut. This will save the link to your document.

[Figure 1.11]



Depress the F5 button to refresh your page and navigate back to the Unit Menu option. Right click your mouse in the URL field and select paste. This will paste the URL we saved earlier. There is one final thing we must do. We must delete all of the content as show in figure 1.12.

[Figure 1.12]



Once you have deleted the above highlighted, select the “Open Page in the Current Browser” option.

NOTE: You will need to submit links twice, in order for them to show up for the first time in the menu. We are currently working the issue and should have it fixed in the next release. In the mean time- to do so- after submitting a link, navigate back to the Unit Menu option. Click on any one of the links and click Save in the adjacent editor.

Edit Header

Editing the Header information simply allows a Content Manager to modify text in the Brown Portion separating the sections. This feature also allows for the editing of two text fields in the left column as well. See figure 1.13 for example.

[Example 1.13]

<p>UNIT MENU</p> <p>II MEF Key Links</p> <p>II MEF Leadership</p> <p>Major Units</p> <p>II MEF(Forward)</p> <p>MEF Hqtrs Group</p> <p>2d Marine Division</p> <p>2d Marine Air Wing</p> <p>2d FSSG</p> <p>4th MEB(AT)</p> <p>Info for Families</p> <p>800 Numbers</p> <p>Public Affairs</p> <p>Contacts</p> <p>Embed Media Info</p> <p>Press Releases</p> <p>Other Links</p> <p>MARFORLANT</p> <p>MCB Camp Lejeune</p> <p>MCCS at Lejeune</p> <p>Combined Joint Task Force - Horn of Africa (CJTF-HOA)</p> <p>.Mil/.Gov only</p> <p>II MEF Intranet Site</p> <p>Outlook Web Access</p>	<p>Press Releases Public Affairs Office</p>  <p>[I MEF transfers authority of Multi-National Force-West to ...] [Submitted On: 3/30/2005] Read More</p> <p>Unit Address</p> <p>Commanding General II Marine Expeditionary Force PSC Box 20080 Camp Lejeune, NC 28542-0080</p> <p>II MEF Command Duty Officer</p> <p>(910) 451-9788 or DSN 751-9788</p> <p>Local News</p> <p>Lejeune-based Intel Marines return from Iraq Story by Cpl. Ruben D. Maestre</p> <p>MARINE CORPS BASE CAMP LEJEUNE, N.C. (March 15, 2004) -- Cpl. Charles W. Ehm, an analyst assigned to 2nd Intelligence Battalion, II Marine Expeditionary Force, was happy to s...</p> <p>[Submitted On: 3/23/2005] Read More</p>	<p>AL TAQADDUM, Iraq (March 29, 2005) -- The sound of a ringing bell means one thing to the corpsmen of the II Marine Expeditionary Force (Forward) casualty evacuation team--so...</p> <p>[Submitted On: 3/30/2005] Read More</p> <p>II MEF is up armored even underneath Story by Cpl. C.J. Yard</p> <p>CAMP TAQADDUM, Iraq (March 30, 2005) -- The Marine Corps' new Marine Armor Kit, unveiled late last year, is now being installed on all humvees in the II Marine Expeditionary...</p> <p>[Submitted On: 3/31/2005] Read More</p> <p>[View All]</p>
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As you can see, these fields are generally used for Address and Phone contact information. Units have used these fields for other things and you too may choose to do the same. Edit these fields and click the Save button at the bottom of the page to save your changes.

Add an eContact Us Contact

Navigate to the Contacts option in Edit Mode and you will see figure 1.14. All you need to do here is add the name of the link in the Title field and add an e-mail address in the field below it. DO NOT use an e-mail address for the Title field. This is used to disguise and protect the e-mail addresses of the recipients. Click the Submit button save your changes.

NOTE: Do not add more than one contact with the same name. This will cause conflicts. Also at this time, contacts may not be edited or deleted. You will need to contact Site Support for these changes.

[Figure 1.14]

The screenshot displays the IIMEF Official Website interface. At the top, a navigation bar includes links for Marine Links, OIF, Recruiting, Units, Career, MOL, News, Family, Publications, Locator, and Links. Below this is a banner for Camp Lejeune, NC, II Marine Expeditionary Force, with the text 'OFFICIAL WEBSITE'. A welcome message for 'Bernie J Hizon' is visible. The left sidebar contains a 'SITE MENU' with links to IIMEF Home Page, Unit Directory (Alphabetically, By Location), Family Information (Moto Mail, Family Readiness Info), and Media Information. The main content area is titled 'Edit Mode' and features a dropdown menu set to '--select a component--'. Below this, the 'Edit eContact Us' form is shown, with fields for 'Title:' and 'E-mail Address:', and a 'Submit' button.

Marine Links OIF Recruiting Units Career MOL News Family Publications Locator Links

Camp Lejeune, NC
II Marine Expeditionary Force OFFICIAL WEBSITE

Welcome Bernie J Hizon

Bookmark Us!
e-Contact Us

SITE MENU

- IIMEF Home Page
- Unit Directory
 - Alphabetically
 - By Location
- Family Information
 - Moto Mail
 - Family Readiness Info
- Media Information

Edit Mode --select a component--

Edit eContact Us

Title:

E-mail Address:

Submit